

## Macola 10

**ACTIVITY AND PROCESS  
MANAGEMENT CONNECTS  
CORE BUSINESS  
FUNCTIONS THROUGH  
WORKFLOW,  
AUTOMATION AND  
DOCUMENT  
MANAGEMENT**

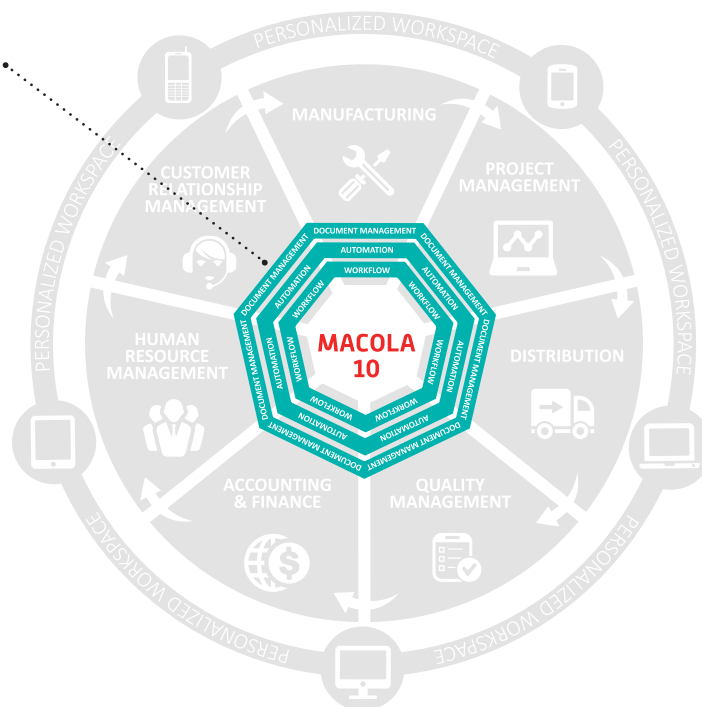


**Harvest  
Ventures Inc.**

[www.HarvestVI.com](http://www.HarvestVI.com)

## Macola 10 Activity and Process Management

Activity and Process Management is how Macola 10 provides smooth and timely interactions from core business functions



### **BENEFITS OF ACTIVITY AND PROCESS MANAGEMENT:**

- **Reduce work surprises**, redundant work and overhead by aligning all parties within a process
- **Reduce errors** and human mistakes by automating actions based on certain conditions
- **Automate business alerts** (e.g. inventory levels are below 20%; Invoices are 90 days past due)
- **Enable access** to a central repository for all company documents
- **Create an audit trail** for tasks, projects, automated actions, and processes to prove compliance

**Activity and Process Management** includes three main functions: Automation, Workflow, and Document Management. Acting as the conduit between all of the Core Business Functions, these capabilities enable business transactions to take place.

**Workflow** - Macola 10 has an embedded workflow engine which drives all business processes, aligns all parties involved in a process and automatically routes tasks to the next person in the chain - eliminating redundant work and reducing overhead. This workflow engine encompasses every aspect of the business that is critical to achieving the organization's goals, including activities, functions, physical documents, projects, customer orders, inquiries, sales call records and marketing events. Through workflow, each person in the organization knows exactly what is expected and when.

**Automation** - Key in reducing errors, eliminating redundant work, and ensuring the right people are alerted, all without the need for human intervention. One of the most common reasons for missed orders and payments is human error. Automation reduces the chance of missed orders or payments by eliminating the need for burdensome manual entry, automatically taking action on a predefined schedule or event trigger.

**Document Management** - Macola 10 Document Management capabilities allow centralized creation, storage, access, and version management for things like meeting notes, emails, product announcements, policies, manuals, orders, invoices, etc. Security definitions ensure only the right people have access, and you now have an audit trail for workflow, automation, and all documents.

## WOULD YOUR BUSINESS BENEFIT FROM....

- Automated processes for identifying and acting on missing orders
- List of customers NOT buying on their regular schedule
- Auto-generate a list of past due invoices and auto-email them to customers
- Automate digital order acknowledgments, shipping notifications, invoices and certificates of analysis
- Auto-notify customers day(s) before an order is scheduled to be completed
- Auto-notify purchasing when inventory reaches a pre-defined minimum

## WORKFLOW

**One Source for Activities:** All activities and the information surrounding them are located on one collaborative platform. As tasks and requests are created, they are available to employees, management, vendors, suppliers and partners.

**Activity Monitoring/Exception Management:** Any task can be examined, analyzed or triggered at any time, for notification on involvement, due dates, follow-through, log jams and exceptions, including urgency level parameters.

**Automated Flow:** Based on the request type, tasks automatically appear in an individual's workflow, according to the necessary actions dictated by the task. A task can require documentation, collaboration or deadlines, and can be defined to follow a resource path until the request has been processed. With accessibility to the same information and same set of rules, workflow enables your company to become more responsible, reliant and proficient.

## DOCUMENT MANAGEMENT

**Protecting and Leveraging Information:** Create value by organizing information to make it readily available when needed.

**Document Creation, Storage and Management:** Meeting notes, emails, product announcements, policies, education manuals and supplier invoices can be categorized by marketing, management, finance or by any category defined by your company, making them easier to find and act upon quickly.

**Control Accessibility:** Use security definitions to control accessibility. This means your information can be shared at various levels within the company or externally, but only at your discretion.

**Consolidation Without Duplication:** Simplify cooperation among employees and accelerate decision-making. Once a document is scanned, uploaded or entered, it is the only version that exists for reference, ensuring that identical information is shared by all those who view it.

## AUTOMATION

Imagine a customer places an order in a web-portal, Macola 10 can automatically:

- Sends an order acknowledgment to the customer, notification to the sales rep
- Check customer status (are they in good standing?)
- Check inventory to determine if order is in stock or will need to be produced
- Order raw materials (if needed), schedules the job, and updates inventory
- Send an advanced ship notice notifying customer as to when order will be completed and shipped
- Save order and other related documents to a centralized repository so there is a clean record of this and other transactions for the customer

Automation becomes much faster and cheaper with web services and our object-oriented architecture, both core components of Macola 10. When processes are broken down into smaller pieces (like they are in objects), you can take varying different objects and string them together to accomplish automation much faster than creating from scratch.



Harvest  
Ventures Inc.

[www.HarvestVI.com](http://www.HarvestVI.com)

Harvest Ventures Inc. is a Gold status Macola reseller who sells and supports all Exact and Macola ERP software and related third party products. Our clients are located throughout North America in industries spanning manufacturing, wholesale/retail distribution, and services. With consulting and development staff in Alberta, British Columbia, Ontario and the United States, our team of professionals offer a complete solution centered around the award-winning Macola 10 ERP software.